



Department of Finance
City Hall Room 105A, 30 Church Street
Rochester, New York 14614-1281
www.cityofrochester.gov

January 30, 2013

**Invitation to Bid No. 121980
HYDRAULIC & PNEUMATIC HOSE**

ADDENDUM No. 1

Instructions to Bidders:

- 1) Replace Page 1 through Page 3 with the attached Page 1A through 3A along with cover sheet.
- 2) Replace Page 6 through Page 7 with the attached Page 6A through 7A along with cover sheet.
- 3) Bidders must sign and attach this Addendum with their bid submission.
- 4) The Bid Opening scheduled for Tuesday, February 5, 2013 at 11:00 AM has changed.
- 5) The new date of the Bid Opening is **Tuesday, February 12, 2011 at 11:00 AM.**

SIGN the Addendum below acknowledging receipt and understanding, INSERT it in the bidding document, and RETURN IT WITH YOUR BID.

Very truly yours,

CITY OF ROCHESTER

Charles Zettek Jr,
Purchasing Agent

The undersigned bidder acknowledges receipt and understanding of Addendum No. 1

_____, 2013_____



Department of Finance
City Hall Room 105A, 30 Church Street
Rochester, New York 14614-1281
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PRINTED NAME OF BIDDER

HYDRAULIC & PNEUMATIC HOSE

Invitation to Bid No. 121980 Issued: January 28, 2013

PURCHASING BUREAU CONTACT: Tymothi Howard, Purchaser, 585-428-7219

BID OPENING: Tuesday, February 5, 2013 at 11:00 a.m.

Sealed bids are to be returned to the Office of the Purchasing Agent, City Hall Room 105A, Rochester, NY 14614, prior to bid opening, at which time and place all bids will be opened, read and recorded.

The bidder's attention is directed to the General Conditions and Instructions to Bidders which appears immediately following this title page and is incorporated into the bidding document and contract by reference.

CONTRACT CHARACTERISTICS
(For definitions or explanations, see General Conditions)

Type of Contract: TERM CONTRACT, ONE YEAR TERM WITH OPTION TO EXTEND

Bid Deposit Requirement: NONE

Performance Security Requirement: NONE

Insurance Requirement: NONE

Samples Requirement: UPON REQUEST

Descriptive Literature/Technical Data Requirement: YES, PER SPECIFICATIONS

BIDDERS: Please note that prices, company identification and authorized signature are to be entered on the Proposal which appears at the end of the specifications.

HYDRAULIC & PNEUMATIC HOSE PARTS & REPAIR

1. SCOPE AND CLASSIFICATION

The intent of this specification is to establish a contract for Hydraulic & Pneumatic Hose, Hose Adapters, No-Skive Couplings (Proposal Section A), and related incidental items (Proposal Section B).

2. APPLICABLE PUBLICATION

- 2.1 Current Parker, or equivalent, Catalog No. and Price Schedule for hose, adapters, and couplings.
- 2.2 Current Parker, Tube and Pipe Fittings Master Catalog and Price List and current Pressure Components Inc., or equivalent, Catalog and Price List (fittings).

3. REQUIREMENTS

3.1 DELIVERY GUARANTEE

For all items, delivery shall be made within three (3) days ARO, F.O.B. ordering department's facility.

3.2 INFORMATION WITH BID

The bidder must submit the following with the bid: One (1) copy of the proposed manufacturer's catalogs and price schedules for all items specified in the Proposal. Failure to do so may be cause for rejection of bid.

3.3 ADDITIONAL CATALOGS

Catalogs for items required in Section 13 must be provided by the apparent low bidder prior to contract award.

3.4 CATALOGS, PRICE SCHEDULES, AND SERVICE

3.4.1 Up to two (2) additional current catalogs and price schedules must be supplied to the Purchasing Agent within ten (10) days of written request. Failure to provide price schedules as requested shall constitute breach of contract.

3.4.2 The contractor must also, upon request, assist in understanding how to properly use the catalogs and price schedules.

3.5 GUARANTEES

3.5.1 The bidder guarantees that the items offered are genuine standard new stock product and that no part shall be substituted contrary to the manufacturer's recommendation. Every item supplied shall be guaranteed against faulty material and crafting in accordance with the manufacturer's standard warranty. Any faulty part shall be immediately replaced by the contractor without any cost to the City.

HYDRAULIC & PNEUMATIC HOSE PARTS & REPAIR

- 3.5.2 In the event a specified manufacturer's commodity listed in the successful bidder's proposal and subsequent Contract Award becomes unavailable or cannot be supplied to the City by the contractor for any reason, a product deemed by the Purchasing Agent or his designee to be the equal of the specified commodity must be substituted by the contractor.

4. QUALIFICATION OF BIDDERS

- 4.1 No bid will be considered unless the firm submitting the bid can meet the following conditions:

4.1.1 That the bidder has in operation a warehouse adequate for and devoted to the selling of replacement parts at wholesale, and regularly maintains an inventory of said parts. The warehouse must be located so as to facilitate delivery or pick up within the time limitations specified under 3.1.

4.1.2 That the bidder maintains "over-the-counter" service at the warehouse and/or a location within a 10-mile radius to the City for filling pick-up orders and walk-in hose assemblies by the using agency.

4.2 MANUFACTURER'S CERTIFICATION

The bidder must be an authorized agent, dealer, or distributor of the manufacturer. If requested, bidder must submit a certificate, executed by the manufacturer, stating bidder to be an authorized agent, dealer, or distributor of the manufacturer.

5. CONTRACT PERIOD

- 5.1 It is the intention of the City to enter into a contract for a term of approximately one (1) year commencing upon the date of award and ending on March 31, 2014.
- 5.2 The City may extend the contract under the same terms and conditions for up to two (2) additional one (1) year periods from date of expiration, provided such extension is mutually agreeable.

6. PRICE

- 6.1 Unit prices are firm for the term of the contract. Prices subject to discount may be revised through submittal of a new manufacturer's price list only if requested in accordance with Section 6.2.
- 6.2 CONTRACTOR SHALL NOTIFY THE PURCHASING AGENT IN WRITING A MINIMUM OF TWO (2) WEEKS PRIOR TO REVISION OF PRICE LIST AND SHALL SUBMIT TWO (2) COPIES OF REVISED PRICES. NEW MANUFACTURER'S PRICE LISTS MAY BE SUBMITTED BY THE CONTRACTOR NOT MORE OFTEN THAN AT NINETY (90) DAY INTERVALS.

HYDRAULIC & PNEUMATIC HOSE PARTS & REPAIR

- 6.3 The City is exempt from State Sales and Federal Excise Taxes. This should be considered when quoting discount.
- 6.4 For emergency orders, agency may request shipment by other than normal method. The difference in transportation charges will be borne by the ordering agency. Such charges should be shown separately on the contractor invoice.

7. METHOD OF AWARD

- 7.1 The contract will be awarded to the lowest a responsive and responsible bidder based upon the largest discount offered for Section A. However, if different catalogue or columns are bid the City reserves the right to determine its lowest cost based upon a comparison of the City's net final price for a representative sample from the catalogue offered.
- 7.2 All items must be bid, including Related Incidental Items listed in the Proposal in Section B.

8. QUANTITIES

- 8.1 Quantities are indefinite. Contract shall be for the actual quantities ordered during the contract period.
- 8.2 The City reserves the right to advertise for any unanticipated requirements of substantial quantities, in the best interests of the City, at the discretion of the Purchasing Agent.
- 8.3 In the event satisfactory bids are not received, the Purchasing Agent reserves the right to consider alternate proposals containing deviations from City specifications. Bidders shall explain in detail where such alternatives deviate from or qualify the terms of the Proposal and Specifications as issued.

9. PACKAGING

All items furnished must be new and in the manufacturer's individual original standard package, clearly marked as to part number and contents.

10. ALTERNATE BIDS

- 10.1 Products other than Parker may be bid if they are of equal quality. (This will be determined by the Purchasing Agent.) Bidders must be able to cross reference their catalogs and price sheets to Parker numbers in catalogs specified in applicable publications.
- 10.2 The vendor must supply to the City of Rochester, free of charge, a crimp machine(s) with all necessary attachments for crimping two (2) and four (4) wire hose ranging from ¼" to 2 ½" for the duration of the contract.

HYDRAULIC & PNEUMATIC HOSE PARTS & REPAIR

11. RETURN OF STOCK AFTER CONTRACT TERMINATION

- 11.1 At the end of the contract, vendor shall accept return of all new, unused, resalable stock purchased under this contract, refunding to the City the cost of stock returned.
- 11.2 The purpose of this requirement is to reduce the amount of unusable stock remaining after vendor has removed his crimping equipment or when the supply of hose does not match the supply of fittings.
- 11.3 The City will endeavor to minimize its stock prior to contract expiration to minimize returns required under this clause.
- 11.4 A handling charge not to exceed 10% of value of returned items will be granted if so requested by vendor.

12. SPECIAL REQUIREMENTS

All coated wire braid hose shall be of the "no-skive" type. Bids containing skive-type hose will be rejected.

13. RELATED INCIDENTAL ITEMS

- 13.1 As a condition of this contract, the vendor agrees to supply to the using agencies related items not specified hereunder, including, but not limited to, plastic and teflon tubing, steel tube fittings, quick couplers, hose adapters, and reusable fittings equal to those listed in Section B, Items 2 and 3.
- 13.2 In addition, the contractor will provide items and labor listed as Incidental Items on the Proposal.

14. INVOICES AND PAYMENTS

- 14.1 Payment will be based on any invoice used in the vendor's normal course of business. However, payment will not be made unless the invoice is clearly legible, and contains at a minimum all of the following information:
 - 14.1.1 Accurate item description.
 - 14.1.2 Catalog number of the item.
 - 14.1.3 Quantity
 - 14.1.4 Unit price per item.
 - 14.1.5 Net total cost to the City, after discount.
 - 14.1.6 City contract number.
 - 14.1.7 Date of delivery.

HYDRAULIC & PNEUMATIC HOSE PARTS & REPAIR

14.1.8 Location of delivery.

- 14.2** The responsibility to submit a properly completed invoice rests entirely with the vendor. Failure to submit a properly completed invoice will result in rejection of a claim for payment.

15. NON-COLLUSIVE BIDDING CERTIFICATION

By submission of this bid, each bidder and each person signing on behalf of any bidder certifies, and in the case of a joint bid each party certifies as to its own organization, under penalty of perjury, that to the best of its knowledge and belief:

- 15.1** The prices in this bid have been arrived at independently without collusion, consultation, communication, or agreement, for the purpose of restricting competition, as to any matter relating to such prices with any other bidder or with any competitor;
- 15.2** Unless otherwise required by law, the prices which have been quoted in this bid have not knowingly been disclosed by the bidder and will not knowingly be disclosed prior to the bid opening, directly or indirectly, to any other bidder or to any competitor;
- 15.3** No attempt has been or will be made by the bidder to induce any other person, partnership or corporation to submit or not to submit a bid for the purpose of restricting competition.

16. POLITICAL SUBDIVISIONS

Bidders should note that other political subdivisions may participate in the contract resulting from this bid award as authorized by General Municipal Law. Use of this contract by any other political subdivision must be coordinated between that subdivision and the contractor. The City will have no responsibility for any such purchases and will have no other role than to provide other political subdivisions a copy of this contract if requested.

17. REJECTION OF BIDS

- 17.1** The City of Rochester reserves the right to reject any and all bids or proposals if the best interest of the City of Rochester will be served by such action.
- 17.2** The Purchasing Agent reserves the right to reject any bid that is unrealistic or where a disproportionate unit cost is proposed.
- 17.3** The Purchasing Agent reserves the right to reject any bidder who proposes an unacceptable product or cannot prove to the satisfaction of the City its ability to execute the terms and conditions of this contract.

HYDRAULIC & PNEUMATIC HOSE PARTS & REPAIR

PROPOSAL

The undersigned bidder hereby agrees to furnish the goods or services specified and to otherwise fully meet all terms, conditions, and specifications contained in this Invitation to Bid without exception, unless exceptions are clearly noted in this proposal. SIGNATURE MUST BE THAT OF THE BIDDER OR OF AN EMPLOYEE OR AGENT AUTHORIZED TO SIGN ON BEHALF OF THE BIDDER.

SECTION A.

Discount on Parker catalog _____ % off

Price column used: _____

Proposed manufacturer _____

Has Parker catalog No. 4400 or an equivalent been submitted as part of this proposal?

Yes _____ No _____

Vendors not bidding Parker must cross reference the following:

<u>Parker No.</u>	<u>Equivalent Mfr. No.</u>	<u>Parker No.</u>	<u>Equivalent Mfr. No.</u>
3026RL	_____	1064386	_____
451TC8RL	_____	1014388	_____
3028RL	_____	1064388	_____
8016	_____	1414388	_____
30212RL	_____	1394388	_____
3014RL	_____	1064366	_____
30210RL	_____	1024346	_____
451TC16RL	_____	106431212	_____

Authorized Signature

Typed Name and Title of Authorized Signer

Typed Name of Company

(Continued through Page 8)

HYDRAULIC & PNEUMATIC HOSE PARTS & REPAIR

PROPOSAL

SECTION B. Related incidental items

Although this section will not be considered in the bid evaluation as a condition of this contract, the vendor agrees to supply to the using agencies, on an as-needed basis, the following related incidental items at the prices specified below. Failure to complete items 1, 2 and 3 below may be cause for rejection of bid.

1. Labor charge for Hose Assembly (custom made hoses)
\$ _____ per hose

2. Parker Tube and Pipe Fittings Master Catalog

Discount on or equivalent, price schedules: _____%

3. Quick couplings, Pressure Components Inc. _____%

Have catalogs referenced in Item 3 above been submitted as part of this proposal?

Yes _____ No _____

Please describe the Crimp Machine(s) proposed for use under this contract for two (2) wire and four (4) wire hose:

Is descriptive literature for the proposed Crimp Machine enclosed with this Proposal?

Yes _____ No _____

Authorized Signature

Typed Name and Title of Authorized Signer

Typed Name of Company

(Continued through Page 8)

HYDRAULIC & PNEUMATIC HOSE PARTS & REPAIR

PROPOSAL

PRINT OR TYPE THE FOLLOWING INFORMATION:

Name of Firm or Corporation

Street Address

City

State

Zip Code

Telephone / Cell / Fax

E-Mail Address

Federal Employer ID#

Date: _____

ACCEPTED ON BEHALF OF THE CITY OF ROCHESTER FOR:

Contract No. _____ **Contract Term:** _____

Purchasing Agent

Date: _____